



Standard PR-008
Invoicing and Payments

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The purpose of this standard is to outline the invoicing and payment requirements for NAFC, its Members and operators for fire and emergency operations.

Operators may provide services for NAFC and one or more of its Members. Each Member may have its own payment systems. The aim of this standard is to detail what is required for each invoice, so that operators can comply with all payment systems. It may also allow for the correct and timely payment of invoices.

When a contract refers to this standard the term “operator” in this standard also includes the “Contractor” as defined in the contract.

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Document Control

Version	Author	Amendment	Approved
006	NAFC	Initial draft	

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Operators providing aircraft services must ensure that invoices provided meet the requirements of this standard.

Requirements of any contract take precedence over requirements of this standard. Any exceptions to this standard will be made at the absolute discretion of NAFC or a Member.

1. Drawing Invoices

Payments to operators will be subject to an operator meeting the invoicing specifications detailed below. Tax invoices submitted without meeting these requirements may not be accepted.

Individual tax invoices are to be drawn:

- for each aircraft service supplied,
- at the end of each calendar month,
- in the name of the name of a party to a contract with NAFC or a Member,
- at the prices listed in the contract.

Tax invoices are to be accompanied by all documentation relevant to the amount claimed. Such documentation includes, but is not limited to:

- a copy of the service status register appropriate to the period,
- flight operations returns appropriate to the period,
- where appropriate, copies of tax invoices or release notes for fuel,
- where appropriate, copies of tax invoices for other expenses being on-charged (e.g. accommodation, landing charges etc).

Tax invoices are to comply with the requirements of the GST legislation and regulations (as a tax invoice) and will specify:

- the operator's Australian Business Number,
- the amount of any GST paid or payable to the operator,
- the dates of delivery of the services to which the invoice relates,
- the operator's address for payment,
- the reference number (e.g. Contract number) and the relevant purchase.

Tax invoices are to specify a full description of the aircraft services delivered, which could include:

- NAFC service identification,
- aircraft registration and nominated operational base (NOB),
- number of activations for the invoice period,
- date of activations,
- description of the work undertaken on any activation,
- number of firebombing drops per activation,
- amount of any drop made in any firebombing operations,

- type of fire suppressant or fire retardant dropped in any firebombing operations,
- number of personnel transported per activation,
- days at NOB,
- days and part days of “Available” status,
- days and part days of “Available (Limited)” status,
- days and part days of “Not Available” status,
- operating hours and part operating hours.

Tax invoices are to completely describe the charges, which could include:

- total standing charges for the period,
- total commitment charges for the period,
- total operating charges for the period,
- any additional costs charged (e.g. relating to time away from NOB),
- if a discount is applicable, the discounted price.

2. Payment Process

Before any payments are made NAFC or the Member must be reasonably satisfied that all requirements of any contract have been complied with.

Upon receipt of a valid tax invoice the Member will make payment to the operator consistent with the Member’s standard operating procedures for payment of tax invoices.

Payment transactions will be undertaken using electronic means.

Any payment received by the operator from the Member must be taken as payment in reduction of the amount owing by NAFC to the Contractor.